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| PATIENT VALUABLES | | | | NO. 204a | |
| POLICY:  The facility will provide a program for the safe handling of resident valuables and personal property. Upon admission, residents will have these guidelines explained to them and they will be asked to safeguard their valuables by placing them in the trust of the facility or be returned home with a member of the family. They will be informed of the section in the Resident/Facility contract that specifies the Facility shall not be responsible for the loss, theft, or destruction of any Resident's personal property.  PROCEDURE:  1. Whenever possible resident valuables will be sent home with the family at the time of admission.  2. If the family is unavailable, the valuables will be kept in the resident valuables envelope and locked in the safe. Such valuables will be sent home thereafter.  3. When valuables are to be picked up and brought to the Office in the presence of another staff member, the Office Manager will check over and document what is being deposited. Items will then be documented on a special envelope and signed off by the appropriate member.  4. When a resident wishes to make a withdrawal, it will be opened in the presence of a staff member and the requested item given to the resident. The resident will sign for the items.  5. If a resident refuses to allow a valuable to be placed or locked in a resident valuables envelope, the facility will not be responsible for that item. The resident will be advised of this fact and appropriate documentation noted on the possession record on the resident’s chart by a nursing staff member. The documentation must include the resident’s signature.  6. The facility allows a variety of inpatient unit entertainment, such as stereos, radios, television sets. If a resident elects to bring in their own units, the facility will not be responsible for those items whatsoever. Such items need to be cleared through Maintenance for electrical system compliance. | | | | | |
| Approved: | Effective Date:  3/86 | Revision Date:  3/96; 3/17 | Change No.: | | Page:  1 of 1 |